

WATER SYSTEM MANAGER*Class Definition*

Under direction, plans, coordinates, facilitates, and directs the activities of the Water Division.

Distinguishing Characteristics

The Water System Manager directs the efficient, effective, quality-based administrative and operational activities of the Water Division, Department of Public Utilities. This class differs from Assistant Public Utilities Director in that incumbents of that class have overall responsibility for more than one division. It differs from Chief of Water Operations in that the incumbent of that class supervises the day-to-day activities of the Division's water distribution, production, and recharge systems. This is an unclassified position in which the incumbent serves at the will of the Director of Public Utilities.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Initiates the accomplishment of the Division's work program using staff resources and innovative approaches including empowered team concepts.

Establishes goals to enhance organizational leadership, strategic planning and operating procedures related to specific water issues.

Directs the preparation and administration of the division's budget, and the preparation of cost estimates on special projects.

Directs the research and compilation of comprehensive reports, and the review of contracts, plans, specifications and agreements.

Responds to customer complaints; establishes and maintains effective working relationships, while coordinating the division's activities with other City departments, public agencies, and within the department.

Monitors operations to comply with applicable regulatory standards, health and safety codes, and fiscal and human resource practices.

Monitors program performance to maintain cost-effective operations.

Evaluates employee performance; coaches and conducts disciplinary investigations.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of engineering as applied to municipal water distribution, production, backflow, recharge, treatment, and conservation.

Knowledge of the principles of domestic water well construction, maintenance, and repair.

Knowledge of work standards and practices in the various construction trades which relate to water production, distribution, and treatment facilities.

Knowledge of management and cost accounting principles as related to equipment and labor used by a domestic water provider.

Knowledge of a broad range of modern management practices including leadership initiatives, staff teams, employee development and coaching.

Knowledge of the operation and maintenance of water production, distribution, and recharge systems, treatment equipment, machinery, and facilities.

Ability to establish and maintenance effective working relationships.

Ability to establish and maintain records, and prepare reports from such records.

Ability to communicate effectively orally and in writing.

Ability to coordinate, facilitate, motivate and empower subordinate personnel to accomplish the division's mission.

Ability to recognize and analyze technical, fiscal and administrative problems, and to develop alternative solutions.

Minimum Qualifications

Graduation from an accredited college or university with major course work in engineering, sciences, administration, or a related field; and four years of increasingly responsible management experience in the administration of a water utility which includes water distribution, production, recharge systems, backflow, and conservation operations. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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